MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON NOVEMBER 21, 2013, AT 8:30 A.M. IN THE PLANNING ROOM, #204, AT CITY HALL, 101 N. HALAGUENO STREET, CARLSBAD, NM

VOTING MEMBERS PRESENT:	**Craig Stephens**	**Chairman**
	Larry Henderson	**Member**
	Steve Massey	**Member**
	Larry Sells	**Member**
VOTING MEMBERS ABSENT:	**Gary Perkowski**	**Member**
EX-OFFICIO MEMBERS PRESENT:	**Steve McCutcheon**	**Ex-Officio/City Administrator/Secretary**
EX-OFFICIO MEMBERS ABSENT:	**Mayor Dale Janway**	**Ex-Officio/Member**
BOARD SECRETARY PRESENT:	**Steve McCutcheon**	**Ex-Officio/City Administrator/Secretary**
OTHER PRESENT:	**Eileen Riordan**	**City Attorney**
	Monica Harris	**Finance Director**
	Luis Camero	**Utilities Director**
	Jeannie Thompson	**Executive Secretary**
	Michael Hernandez	**Deputy Director Utilities**
	Jamey Schwigert	**DE Water Superintendent**
	Joe Harvey	**Water Superintendent**
	Richard Aguilar	**Environment Services Superintendent**
	Curt Briscoe	**Citizen**

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:07 1. Call to Order (8:38:36 a.m.)

Craig Stephens called the meeting to order.

0:00:10 2. Roll Call and Determination of Quorum

Craig Stephens called Roll and a Quorum was confirmed. Those present were: Craig Stephens, Larry Henderson, Larry Sells, and Steve Massey. Absent: Gary Perkowski.

0:00:29 3. Approval of Agenda

The motion was made by Larry Henderson and seconded by Steve Massey to approve the Agenda of the November 21, 2013, Meeting of the Board of Water and Sewer Commissioners. The vote was as follows, Yes: Stephens, Henderson, Massey, and Sells, No-None; Absent- Perkowski. The Motion passed.

0:00:43 4. Approval of Minutes of Regular Meeting of the Board of Water and Sewer Commissioners meeting held on October 17, 2013

The motion was made by Steve Massey and seconded by Larry Henderson to approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on October 17, 2013. The vote was as follows, Yes: Stephens, Henderson, Massey, and Sells, No-None; Absent- Perkowski. The Motion passed.

0:01:01 5. Check Register and Bills

Joe Harvey and Luis Camero explained expenditures in the Check Register. There were questions regarding the following:
Item 28: Data Concentrator for SCADA System that was 18 years old will be replaced
Item 68: One Call System, quarterly cost is for Membership
Item 102: Jeep Wrangler-Right Hand Drive Vehicle for Meter Reading
Item 85: Water Conservation-For every 1,000 gallons pumped; a three cent tax is charged to the end user
Item 116: Smith Engineering Contract to design the system at the Airport Well and become part of the City System. It originated out of the Key Energy Request and will be used by others
Item 127: Cost sharing for utilizing the Well, it is in various stages of pot-ability
Water Right Quantity at the Airport Well is approximately64 acre feet

The motion was made by Steve Massey and seconded by Larry Henderson to approve the Check Register and Bills. The vote was as follows, Yes: Stephens, Henderson, Massey, and Sells, No-None; Absent- Perkowski. The Motion passed.

0:09:11 6. Operating Reports

a. **Statistical Reports**
b. **Water and Sewer Monthly Reports**

Mr. Stephens said the water table is staying up. Mr. McCutcheon said it is very encouraging. He said in January, the river will be lowered. He said the entire system is much better shape. There was other discussion regarding the following:
Fish population during the river draining
Golden Algae
Dredging plans/ bacteria issue
Well Rehabilitation
Water Service Growth

The motion was made by Steve Massey and seconded by Larry Henderson to approve the Operating Reports. The vote was as follows, Yes: Stephens, Henderson, Massey, and Sells, No-None; Absent-Perkowski. The Motion passed.

0:23:39 7. Discussion regarding the Preliminary Engineering Report for Effluent Reuse

Luis Camero explained the City obtained a Federal Grant on Water Re-use in the amount of $291,000 with the help of Mr. Sells. He said that with Federal Funding, one requirement is to prepare

a Preliminary Engineering Report. In the Report, it addresses Project Planning and the Goals of the Report. There were several items discussed as listed below:
Review of the Re-use Plan
Regulatory Requirements
Review Available Water for Re-use
Update Irrigation Water Needs
Update Irrigation Priority Areas
Analyze the size and capacity of the existing infrastructure
Provide a site plan for new infrastructure

Mr. Camero explained that he is working to meet the requirements. He said there has been discussion regarding the population trends. He said another requirement is community engagement, which the Board has already received. Discussion of requirements and other issues were as follows:
Pumping Station at the Golf Course
Effluent Water/Park Irrigation
Treatment Plant Water Line
Ponds/Golf Course
Conditions of existing facilities
Return Flow
Water Trust Board Funding

Craig Stephens recommended the Members review the first draft of the PER and plan to make decisions at the next regular Water Board Meeting.

0:52:46 Curt Briscoe asked the Board if the City uses Chlorine in the water. Luis Camero said the City currently uses an alternative; Hydro-chloride. There was discussion regarding the use of fluoride. Mr. Sells explained that fluoride is not being used.

0:54:43 Steve McCutcheon told the Board that Phase II of Double Eagle is out for Bid. There were eight or nine Contractors who came in for the pre-bid conference. He said there was significant response to the Bid. The City Council will hold a Special Meeting on December 17, 2013 to let the Bid to move quickly after the first of the year.

0:58:55 8. Adjourn (9:37:52 AM)
The motion was made by Larry Sells and seconded by Steve Massey to Adjourn. The vote was as follows, Yes: Stephens, Henderson, Massey, and Sells, No-None; Absent- Perkowski. The Motion passed.

Chairman